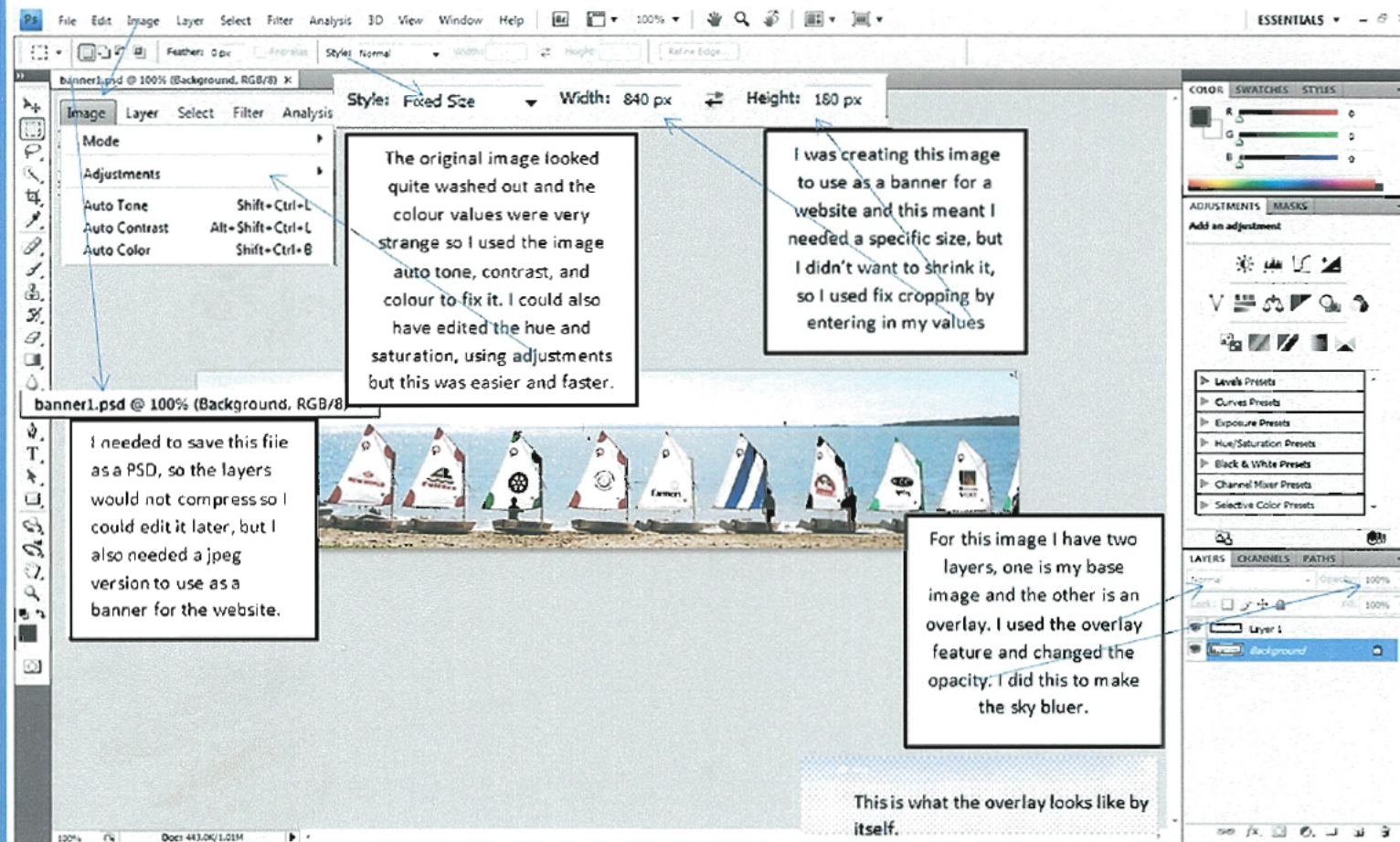


Demonstrating understanding of common application software

The application software I have used this year includes, Adobe Photoshop CS4, Notepad++, and Microsoft Word.



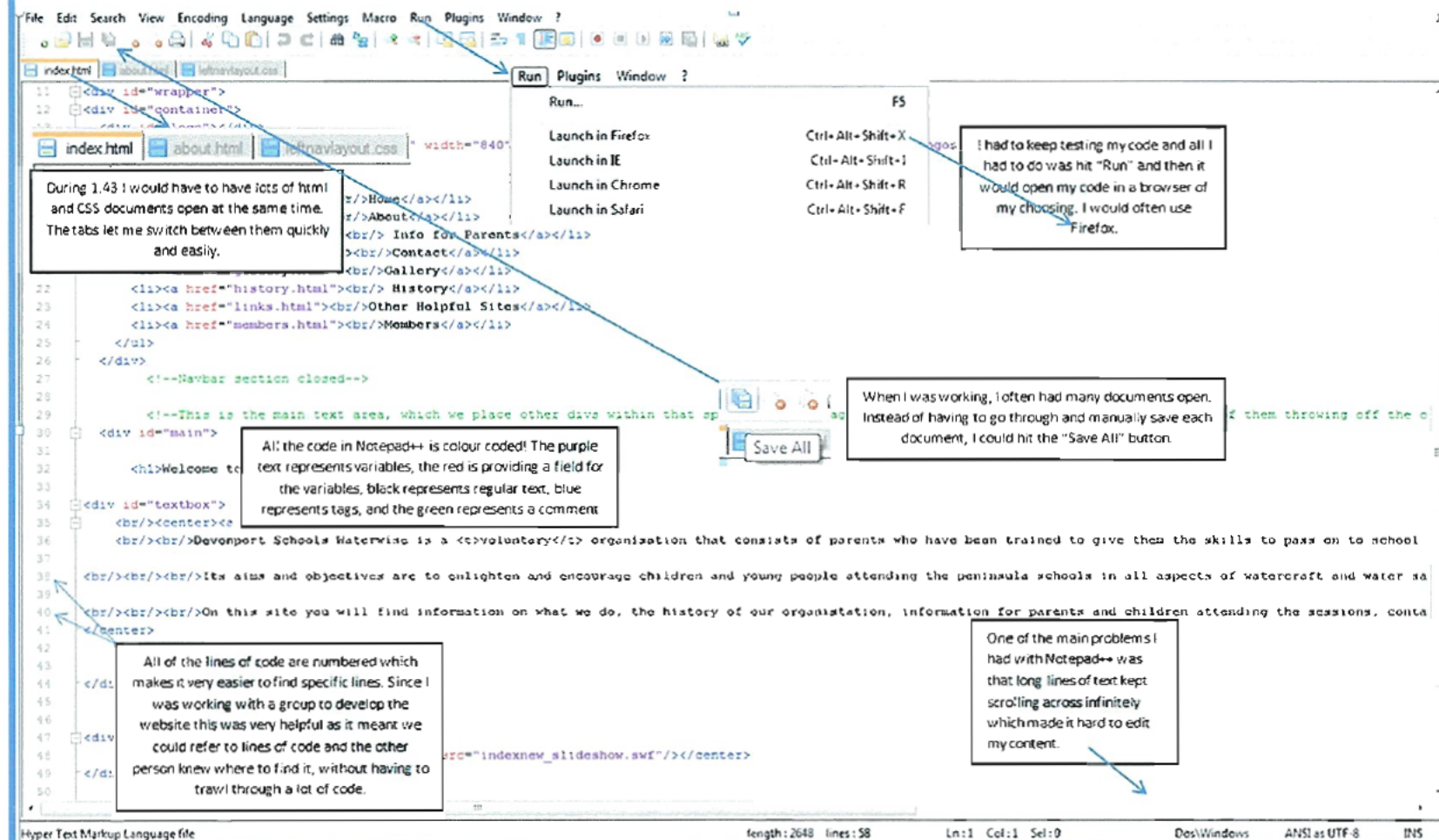
I used Photoshop this year to create and edit images for my internals such as AS-1.43. Adobe Photoshop is image manipulation software that can save files in many different forms, such as PSDs, bitmaps, jpegs, gifs, and .pngs. This is useful as it allows the user to determine the quality and size of the file and whether or not it is compressed. It is useful that Photoshop does not automatically compress the file as it means they can save their layers. Layers are a feature of Photoshop that allows images to be stacked on top of one another so that separate components to be manipulated without affecting others. These are useful for the purpose of Photoshop as it means the user does not have to manually edit the photo and can quickly automatically add effects.

Another feature of Photoshop is cropping and there are many ways to do this, fixed size crop, fixed ratio crop, and regular cropping. Photoshop also allows you to adjust the various values of an image such as hue, tone, saturation, and contrast. You could do this manually or by using the auto tone, contrast, and colour. This is very helpful as it allows you to change the image quickly, however it is sometimes annoying as it edits the tone or colour much, but the good thing is that if that is the case then you are able to do it manually.

Another imaging editor I could have used to create my banner was MS Paint, an image software that comes pre-loaded with the operating system windows. However, its quality is minimal, and doesn't have quite the same variety of features. For example, Paint does not have layers, or the ability to adjust the values of an image. The crop tool is also only very simple allowing only the feature of cropping by selection. Photoshop does have this feature but also has other cropping features. I believe I made the right decision in choosing Photoshop over Paint as Photoshop is much more sophisticated and allows me to use layers. These layers allowed me to create the overlay and I was also able to adjust the values of the image so it looked better with my colour scheme.

A B S

The other Application software I used for the internal AS-1.43 was Notepad++ is a source code editor, which is downloaded for free from <http://notepad-plus-plus.org/>.



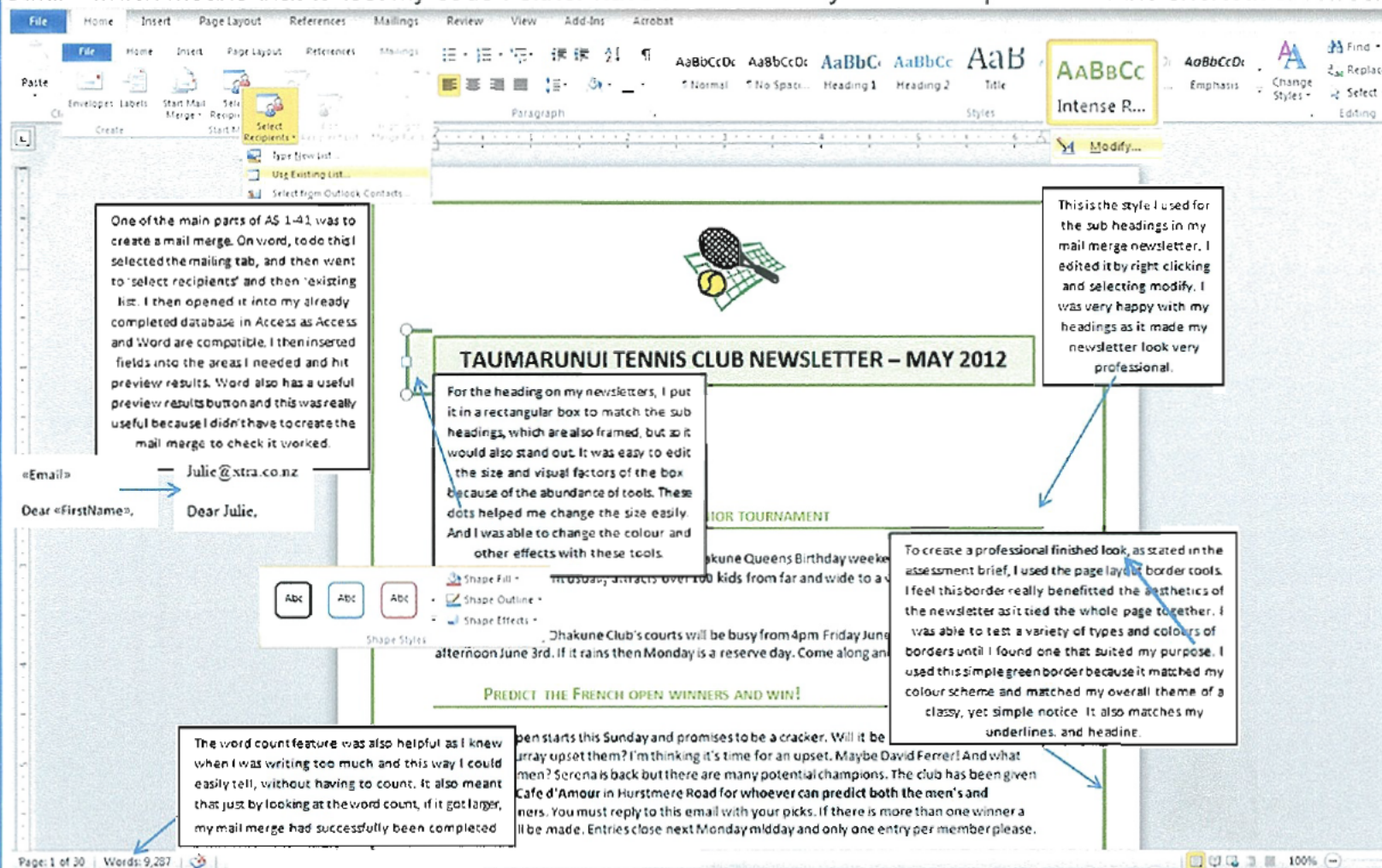
Notepad++ has many useful features such as the colour coding of text. The various different types of code are all colour coded allowing you to easily visually distinguish between functions, variables, comments, text, and other types of symbols and expressions in your code. The lines of code in Notepad++ are also numbered, which is particularly useful when a group of people are working on code, like I was for AS-1.43. Because of this feature my group was able to tell each other the exact line of code of which needed to be edited. It made the editing much faster. It is

also useful as a code tester like Validator.org specifies the line at which the coding malfunction is. It also has useful features such as the save all and run/run all buttons which allow for quick testing and saving, and tabs which allow for quick changes between multiple pages of code. These support the software's purpose of being an efficient and easy to use code editor as it makes the process of coding easier as it allows for code to be navigated in a straightforward manner.

Another software I could have used to edit and create the code for my website was Notepad, an application software which is part of the Windows 7 pack. However, Notepad would be a less efficient software application to use to do this internal as it is just text editor software and only contains the bare minimum. There is no numbering of lines, the text is all one colour and one size. And it does not have a built in run feature which means that to test my code I either have to minimise my work and open it from the shortcut or refresh it. I chose Notepad++ over

Notepad as Notepad++ is a software that is more orientated towards coding which meant it would be easier to complete my internal at a higher standard, and I believe I made the right choice. I found the coloured text particularly helpful as I could quickly spot where the problem was if I knew was in the variable or if it was in a div tag.

Another software I used to complete my internals was Microsoft Word (2011). Microsoft Word is one of the most well-known software applications used and run using the operating system Windows 7, and it is a



Larger version at back if needed

sophisticated text editing software. This year I used Microsoft Word to create evidence documents, to create my AS-1.42 report, and my mail merge newsletter in AS -1.41. Some of its features include styles, mail merge, shape creation (under image tools), and page layout.

The Style feature of Microsoft Word is useful as it allows the user to quickly change each of their headings of relevant part of the text without having to manually use the various font size, font colour, font decoration etcetera. It also means it looks more professional also, as it meant I was able to use the design element of repetition to create uniformity and an overall visually attractive appearance. This supports Microsoft Word's purpose as an efficient, and professional word processing application as it means the user has control over the appearance of the text. The purpose was also supported by the word count, which allows for great efficiency as in projects with word limits I can carefully monitor my progress. Word's purpose is also to allow the user to use a variety of creative elements to make their work more interesting visually, which is supported by the feature of the shape tools, an example of one I used was the rectangle tool. This supports the purpose as it means that the text has variation and can be visually astatic meaning Word can used to create things like brochures, posters, and newsletters. Another purpose is to make the user's job easier and to be applicable to real life situations, and the mail merge feature supports this as it means that the user, instead of having to individually enter each field (which is very time consuming) mail merge will do this.

Another program I could have used to create my newsletter, and evidence documents, and report, is WordPad. WordPad is a basic, simplified version of Microsoft Word. Because it is simplified, and therefore less advanced than the original Microsoft Word, it has less efficient and complex features. For example, features such as borders, word count, styles, and mail merge, are all not available in the WordPad application software, whereas they are on Word. This would have been a severe hindrance for me during my internals if I had chosen WordPad over Word, specifically because in order to achieve the newsletter internal, I needed to create a mail merge using my database, and since that feature is not available on WordPad, I would have failed so I am confident I made the right choice in my selection of software. This is supported by my use of Microsoft Word for evidence documents, I often inserted screen shots using the specific feature in Word so I could provide visual evidence, however in WordPad you cannot insert screen shots straight away, I would have needed to open paint, paste it, save it, and then insert it. This would have been very time consuming and would have also cluttered up my folders with many image, which is why I am glad I chose Microsoft Word.

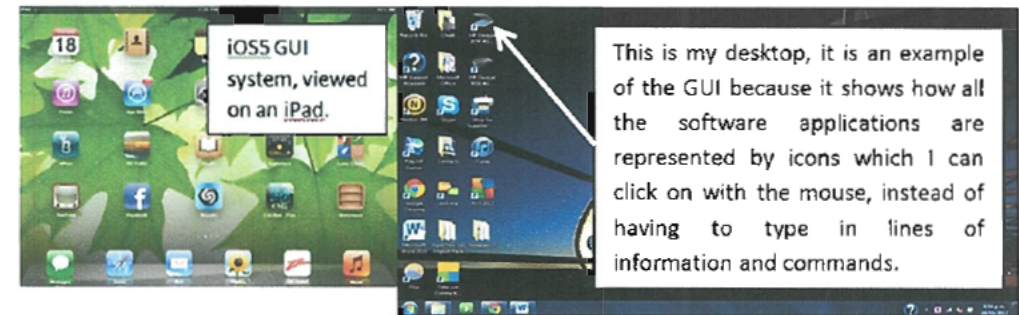
A B S

Demonstrate understanding of key features of Operating systems. 

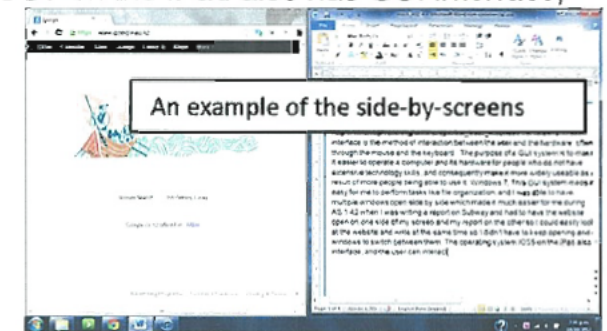
The operating system I have used this year is Windows 7, and I have completed four internals using this system, on both the school computers and my laptop at home. Computers need operating systems because it is this system that allows the user to interact and give commands to the hardware and software of the computer and operate the software applications.

A B S

To do this it controls the input and output of the computer, such as the mouse and the keyboard and the screen, and this is called the processing cycle. This processing cycle involves the key features of the operating system and Windows 7 has many useful features. These include a Graphical User Interface, file management, Password security, the desktop, the taskbar, and the search feature. These feature all contributed to my completion of my internals this year to a high standard to assist me in achieving with good marks. However Windows 7 was not the only operating system I could have used this year, another operating system that was available for me was iOS5, which is one of the newer operating systems available for Apple products.



A graphical user interface is "a type of user interface that allows users to interact with electronic devices using images rather than text commands" http://en.wikipedia.org/wiki/Graphical_user_interface 17/10/2012. A user interface is the method of interaction between the user and the hardware, often through the mouse and the keyboard. The purpose of a GUI system is to make it easier to operate a computer and its hardware for people who do not have extensive technology skills, and consequently make it more widely useable as a result of more people being able to use it, which supports Window 7's purpose of being an efficient, easy to use operating system that also looks aesthetically pleasing. This GUI system made it easy for me to perform tasks like file organization, and I was able to have multiple windows open side by side which made it much easier for me during AS -1.42 when I was writing a report on Subway and had to have the website open on one side of my screen and my report on the other so I could easily look at the website and write at the same time so I didn't have to keep opening and closing the windows to switch between them. This is known as multitasking. The operating system iOS5 on the iPad also has GUI interface, and the user can interact with the hardware and operating system via touch screen instead of a mouse and keyboard, and one of the main differences being the icons visual appearance but this makes little difference to the actual running of the computer. However I believe I made the right decision as iPads are unable to have side by side viewing and iOS5 cannot multi-task in this fashion, and because I do not like using the touch screen user interface for large projects such as an extensive report, and I believe this would get tedious. The GUI system interacts with the application software to allow softwares such as MS Word to have icons, and other visual elements such as shapes, borders, watermarks, and different fonts. This interaction allowed me to manage the information in my AS-1.41 Newsletter to make it visually appealing, I could easily edit the information and formatting by clicking and dragging on various shapes for example to change their size.



Another useful feature of the Windows 7 operating system is file management. On Windows 7 you can organise your files into folders and subfolders. You can delete them, copy them, move them around, rename them, send them to another folder, and create shortcuts for them.

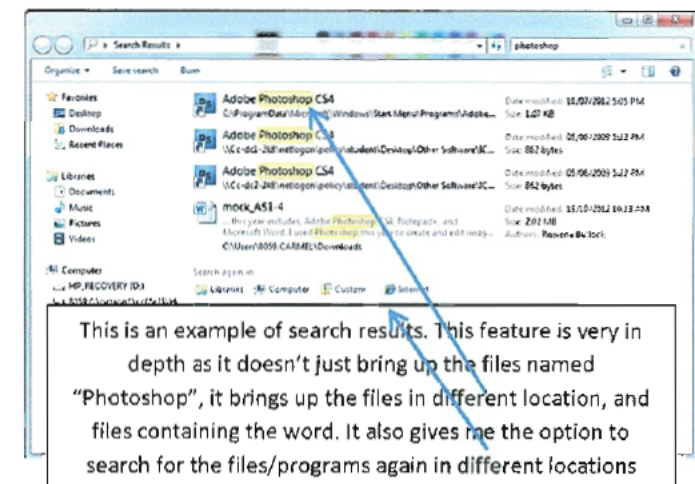
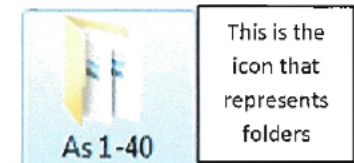
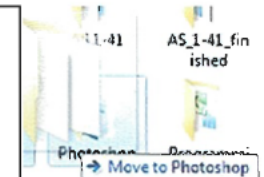
It is very easy to perform these actions as Windows 7 allows you to drag and drop or right click, or even use the keyboard. This allowed me to perform tasks such as file organisation and placing assessments in the T: drive as I was able to quickly drag and drop the whole folder containing my assessment into the T: drive very easily. It also meant if I wanted to change the area in which a file was saved all I had to do was either right click or select "send to (my location)" or drag and drop it to the new folder. The iOS5 operating system also allows for file management, but on Windows 7 where I was able to create sub-folders within an already created folder. If I had chosen to use iOS5 instead of Windows 7 it would have been a lot more difficult to manage all my files as I have a very large mount and, and within my folders I have a lot of other folders in which I kept the different parts each internal. Because I like to make sure I can find everything easily, so I think Windows 7 was the better choice of operating system. This feature of the operating system interacted with application software like Microsoft Word and Photoshop, so that I could manage information as when I save files I can choose where I save them, what file type they are, and also save different versions of them in different places. It also meant the software applications interact differently depending on what file type it is. This was very useful as I could automatically choose where to save my information was saved instead of having to find it after and then move it.

Search programs and files

The Search of Windows 7 enables me to quickly find programs and files without having to manually trawl through all my data if I don't know the exact location of what I am looking for. This feature supports Window's purpose as it makes it quick and easy to find documents, and it would be counter-productive of windows to make users have to manually search through all of their files to find the missing program or data. This enabled me to complete tasks such as quickly finding the programs I needed when the teacher said to open them, or to find a document that I'd forgotten where I had

saved it, even if I couldn't remember the name of the document. I often used it to find MS Paint, as it does not have a place on the desktop and instead of having to use the programs file, I can just quickly type it into the iOS5 also has search feature called Spotlight search, which will search inside messages, emails, contacts, and other applications on the hard drive. There isn't a vast difference

The change in opacity and size shows me that I'm moving the file. The two blue backgrounds show which files I am using. And the text tells me where I'm moving it to.



between the two search features; they are in fact very similar. However, I do prefer the Windows 7 search as it doesn't just show the file shortcut and the location, it also shows the different versions and other information like their size, and when they were last modified. This feature of the operating system was not a defining feature in my choice between the two. This feature of the operating system interacted with the application software on the computer such as Photoshop and MS Word to allow me to manage information as it meant I could quickly locate information, and specifically with the application software of Word as it searched inside the files for the key words I had searched, which meant I can find something even if I don't know what it is saved as.

Another Feature of the windows operating system is its ability to use password protection. This is particularly useful as many different people use the school computers and if it wasn't password protected many other students would be able to change and edit my data, which would be a threat to it. The Windows 7 operating system has the ability to have many different accounts on one device, and uses a username and password system so that different users can only access their data. This feature of the operating system enabled me to perform the task of protecting my data and making sure that only I could access my data. It also allowed me to make sure that no one could edit and take my work to use as their own. The iOS5 operating system on iPads and iPods also has the ability to password protect devices. It allows three incorrect guesses before locking the device for a period of time, and after 10 incorrect guesses all data is erased from the memory. However, this only allows one account per device as these devices are mainly for personal use so only one person uses them and consequently different accounts are not needed, a similar effect to the Windows 7 system can be achieved with application software, but it is no the operating system doing this and it is not as secure as it does not separate the hard drive. This means that it is good our school computers use the operating system of iOS5 at school as it would mean we would each have to use our own devices, and as we sometimes switch classes or seats, and I sometimes work on the library computers this would be difficult as I wouldn't be able to access my data on those devices, or if I could there would be the risk that it wasn't secure. This would be an inefficient system which is why the school uses Windows 7 and why I have also chosen to use it on my laptop, and the shared desktop at home. The operating system's feature to password protect interacts with application software as it not just creates accounts on the hard drive, it can also password protect files if I feel their security is very important. It also interacted with the application software as my settings on the application software were preserved when I logged out and no one could change them, which meant I could manage information more efficiently, for example, my Photoshop crop settings and sizes. The Windows 7 password is also more secure as it allows for sixteen characters, whereas iOS5 passcode only allows for four.

File Management



A B S

This year I have worked with many different file types in order to complete my work and internal assessments, some of these file types include .psd files, .html files, jpeg files, and .docx files. For my internal AS 1.43, I used Photoshop often to create banners, buttons, and other web

elements to be used in the creation of my website. For example, I edited an image of some boats to be used as a banner. However, while the content of the banner suited well with the theme of the website, however the colour of the sky made the image look too pale, and didn't quite match the deep blue colour scheme. I needed to carefully control the shade of blue, and the auto tone and colour corrects changed the whole image. So I created a blue overlay that only covered the sky, and gradually changed the colour using opacity lock and the saturation/colour sliders to change the colour until it fit. However, I kept having to test it with the website layout and then editing it accordingly. Because the file type of .psd made it easy to do this because it doesn't automatically compress the image like a jpeg does, and so the layer information saved and I could easily change the overlay



During this internal, I also used the file type of .jpg. With a website it is important that it loads quickly when the page is opened, and one of the elements on the webpage that can load slowly is the images. This means the images must be as small as possible. When I was creating my web page, I saved my .psd files as .jpg files so they compressed and the file size reduced. However this compression also reduces the quality which meant when I created my slideshow the quality of the slideshow was reduced and I regretted my decision for that element to use .jpg's as the website is a real life situation and must look very professional as we were doing this as a job, and I should of use .png's as while they compress the image, they don't reduce the quality as much, however they are larger than .jpg's which would have slowed the loading ability of the Waterwise website.

.html files were another type of file that I used this year. To create these files I used Notepad++ and Notepad, by adding the suffix .html to the end of the name when I was saving the file. Two of my internals this year were AS 1.43 and my unit standard. These were both html and css coding internals. When I was working with Notepad++, I had many options to save my work, e.g. .html and .txt. The reason I chose to use .html was that I could easily test it by clicking on the icon and then refreshing it as it automatically opened in a browser and showed how my code worked, whereas the .txt file type meant that it was much more difficult to view my running code and it did not link to my browser, which is why I saved all my files as .html.



The fourth file type I used was .docx, and I have used this file type for all of my internals this year as it is the file type used by Microsoft Word which was one of the main application software I used. These files are editable, and they don't just save text the can also save images, format, styles, border, etcetera within the document to be used or edited again when it is next opened and used. This made it easy for me to work over the periods of many lessons as I had to keep closing and saving my document and then reopening it next lesson. A file type similar to Word documents are .pdf's created by Adobe Acrobat. However, while these also save as documents, they are unable to be edited once saved, and can be described as 'read-only', whereas Word Documents are editable. This is why I used .docx's instead of pdf's because I need to be able to change my work, and for the purpose of doing assessments,



.docx were much better suited. However, because .pdf's don't need to save formatting data that is editable, they are slightly smaller, which means they would take up less room on the hard drive, and use up less memory.

As year when naming my files, I based my system on subjects, and then it got progressively and more specific. For example, in my ICT folder it is divided into things such as software, and my various internals. And then within these folders they're subdivided into the various segments of the assessment and the internal. This system allows me to quickly find each piece of my data quickly because it is organized with only a few files in each folder. However, I did experience some problems with this system during AS 1.43 as all of my files had to be in the same folder in order for Notepad++ to be able to run them when I tested code, otherwise it couldn't access the files, so I couldn't put them in sub folders. This meant that my Waterwise file was very cluttered and sometimes it was difficult to find the files I needed.

8059 (\\netapp1\ccfile25\Home\Students\Year11) (H:) > ICT > ICT_AS1-41 >

When I was naming my files this year, I learned that it can make running and accessing files more difficult if their names contain things such as spaces, hyphens, capital letters and other strange characters. Sometimes, it won't even let the file be named that. So in the name of good practice, I tried to make sure all of my folders and files only contained key words without capital letters, and underscores to represent spaces. For example the filename of Year 11 ICT would become year_11_ICT. However, I only using this naming technique this year so I often forgot and instead named than like I had originally planned I would often forget to replace spaces with underscores, particularly images which I often named quickly. Next year, I think I will pay close attention to my file naming so they are more organised, and stick to one system so I will be more organised.

As 1-40	18/10/2012 11:20 ...	File folder
AS 1-41	04/09/2012 2:24 PM	File folder
AS_1-41_finished	16/10/2012 2:24 PM	File folder
AS-142	20/09/2012 11:49 ...	File folder
Fireworks	16/03/2012 9:07 AM	File folder
Finworks	16/03/2012 9:07 AM	File folder
Flash	16/03/2012 9:36 AM	File folder
GanttProject	09/03/2012 10:04 ...	File folder
Html	18/10/2012 11:25 ...	File folder
Photoshop	17/05/2012 11:53 ...	File folder
Programming and Scratch	18/10/2012 11:23 ...	File folder

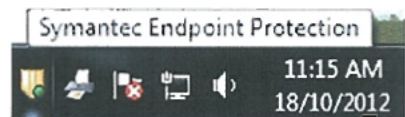
I have three network drives that I access and store my files, my home/ personal number drive (H drive), the student resource drive (S drive), and the assessments drive (T drive). I save all my work to the H drive, and only I can access the folders I have saved there. Because it is a network drive, I can access it from all the computers, regardless of who has used it before me or if I have used it before. I can edit and save documents in this drive, whereas on the S drive, I cannot save documents there, or edit the ones saved there by the teachers unless I save it to my home drive first. The T drive is the place where I save my assessments so my teacher can access them quickly and easily, I have set this network drive up with the same file organising system as my network drive, in folders and sub-folders by common themes. At the beginning of the year, myself and fellow students used the T: drive to share documents with each other; however the access system was changed so that now we can only access our own work and not share documents. I also have duplicates of important files on my USB stick or my school Gmail account. These duplicates mean that if there is a problem at school, I have other copies.

8059 (\\netapp1\ccfile25\Home\Students\Year11) (H:)
 Students_Resources (\\netapp1\Saved_Work\Resources) (S:)
 assessments (\\cc-file-2) (T:)

File Compression is when you shrink a file to a smaller size than it was originally so it takes up less file space on the internet or on your hard drive. This year I have mainly used two file compression techniques, turning .psds into .jpegs, and the conversion of .fla files (with the parent application flash into .swf movies). When I created my website with my classmates, we had to create lots of images such as banners. These images often had layers and therefore were saved as .psds so we could edit them later on, but because the layers were preserved, the file size of the image was quite large. Web hosts also don't like to have .psd files uploaded because a version of Photoshop is required to access and view the image. So we converted all of our images into jpegs to make them smaller, because jpegs are lossy image types. Consequently the image size of our files shrank and so we were able to make sure that when the website was being loaded, the images loaded quickly. The reason they are a smaller file size is because they are lossy and lose a lot of pixels and detail which means there is less data contained within the file.

This decrease in file size meant I could easily email them to the other members of the group and being able to send many images in one file because they were such small file size, and it also meant they would not need to open Photoshop to view them, therefore making the exchange of information easier. On our website, we also had a flash slideshow. When we put this on the website we also ran the risk of creating too big a file size that would load slowly, so we compressed it into a .swf that we then inserted onto our website. The reason the file size shrunk is because it lost the ability to be editable and therefore the amount of data in the document shrank. This .swf file then opened automatically into Adobe Flash Player, instead of into the Adobe Flash application software. This meant I could complete the exchange of information between me and the website and the viewer of the website without having to wait a large loading time.

One threats to my data this year include Integrity and security as many other students also use these computers. When your data is not corrupted or changed without your knowledge, it is the consistency and accuracy of stored data that is being compromised. Threats to data integrity are corruption, viruses, unauthorized modification, for example to prevent unauthorized modification, data should be password protected, such as an account password, and this password should not be given to anyone. I have made sure to change my password regularly, and so that it is very different each time which will make it difficult for anyone trying to get into my account. This password prevents anyone apart from myself accessing my files. There was a small problem at the beginning of the year when our T drive was open, and anyone could access anyone else's files. This could have been a real threat to my data, because other people could have changed or delete my assessments. Luckily this issue was fixed and the security of my data was maintained. One of the threats to my data was software crashes. There is little I can do to prevent this, as I do not have control over the software updates or the software applications that are run on the computer. I can prevent all my data from being lost however when software crashes by creating backups and saving regularly. This year, especially when I was writing my report in AS 1.42 I saved very frequently. However, I didn't back up all of my files and data, and only created duplicates of some of my files. Luckily I didn't experience many incidents where the software crashed and I lost data, particularly since Microsoft Word has an auto-save recovery option. As second threat to



my data was the possibility of power loss to the PC. To manage this threat, I made sure that I kept my feet away from the power socket in the wall so I couldn't accidentally flick off the power. But, I like to swing my feet when I work, so I accidentally switched off the power a few times. But, fortunately, Microsoft Word's auto-save feature prevented me from losing too much data. Viruses are a huge threat to data, and the computers at school do have an antivirus program, as does my laptop at home. I have little control over the anti-virus at school, but I frequently check that my software at home is up to date. This year I have had no problems with viruses, at home or at school, so they have not been a threat to my data this year.

Another way I managed these threats was by uploading copies of important documents to my school Google documents account so that if something did go wrong, I had copies. I did not back up all of my files, and this was probably not a good way to manage threats as it meant I could lose all of my files. And while I did store some files on a USB, I should consider being more thorough when backing up my data and maybe using a storage device like an external hard drive.

Ethical Considerations

There were many ethical precautions that I had to take into consideration this year during the completion of my internals. These include copyright, privacy, social implications, file security, the use of appropriate material, and I had to pay a lot of attention to these ethical considerations as it is important to be morally correct.

During my internal of AS-1.43 which was the creation of a website. This website wasn't just for my assessment, it was also going to go live and be in practical use for Devonport Waterwise. Because it would involve real people and be used and viewed by many it was very important that we made sure to abide by all ethical considerations so as not to cause legal or offensive problems. On our website used many images and also had a slideshow. Because these images all contained people who were clearly visible, specifically their faces, which meant they could be recognised and therefore this could be a privacy issue. It was important for us to get permission from the students and Waterwise instructors, and we spoke to the chairman of the Waterwise board to send out a newsletter to the students and speak to the instructors. This meant we would not need to worry about violating their personal privacy and being unethical. *"Internet privacy is a major concern of today. Privacy over the Internet has raised certain ethical issues, which need to be dealt with. While catering to the privacy needs of the Internet users, we need to implement certain ethics."*

<http://www.buzzle.com/articles/ethical-issues-of-internet-privacy.html> 26/10/2012.



ABS

We also had to be sure that we had permission to use the photos and that we wouldn't be violating any copyright implications. We knew that the photos were property of Waterwise as an instructor had been the one to take the photos, and with the banner and our test banners, Waterwise had paid a professional photographer to take the photos which means that they also owned the copyright and therefore in using the photos we were not violating any ethical considerations. There would have been copyright issues if we had taken any photos from the internet without any considerations for their original owner or artist and then edited and put them up on the website without asking permission, it would be illegal as we would be violating the copyright laws, especially. *"In New Zealand, copyright protects original literary, dramatic, musical and artistic works, sound recordings, films, communication works and the typographical arrangement of published editions."*

<http://www.copyright.org.nz/basics.php> 26/10/12

Since we were creating a real life website, it was very important that we did not cause any ethical problems. We also had to make sure the images that we were using were appropriate for the purpose, as teachers, students, and teachers would be viewing the content so it had to be appropriate for the vast age range. If not, it could have offended people and as this is a volunteer organisation to teach children to sail it is very important that we made sure it would be safe and socially acceptable for children to view the website, so there would not be negative social implications, like there would if we had for example put gory content on it.

Another Internal in which ethics were involved was AS-1.42, which was where I wrote a report analysing the website <http://subway.co.nz/>.

During this internal I not only had to analyse the website's aesthetics, but the ethics of the website such as their privacy policy and their use of devices such as cookies. In this report I discussed the importance of internet privacy and then related it to the ACC privacy breach that had happened at the time of me writing the report. *"On the Subway website, a customer or user may disclose some personal and private information when signing up for promotions or ordering online. This means that Subway has access to this information and without a privacy agreement, can do anything they want with that information. A privacy agreement tells users how their private information is going to be used and how, and what could be the implications relating to privacy security on their site."* **My AS-1.42 Report.**

During this report I also had to take into consideration, like on any other assessment or project, not to steal anyone's work or quote them without credit and thereby claiming the work as my own. This would be a violation of Copyright and is therefore illegal. So I made sure to reference in line my quotes to their source, and I also had a bibliography at the end to credit everything I had used to research. Another important part of this report was making sure that the content is appropriate, so I did not use slang or swear words as this is not appropriate content for an analytical report.

AS-1.41 was another internal where I had to take ethical considerations into account, including privacy and copyright. For this internal we had to create a database and a mail merge for a fake tennis club. It would not have been ethical to use a real tennis club as it would have been a



violation of privacy, as it would have included their names and email addresses, and also their fees they owed to their tennis clubs which is very personal information. Copyright was also involved because we used a logo on our newsletters and on our databases. Our teacher gave it to us, and we used it with the assumption it was not copyrighted by another organization and was possible from a website like Creative Commons, which has many images for free use without copyright implications. However, we had to pretend it was a real life situation, I had to make sure the formatting of the newsletter was appropriate for the circumstances, so I chose muted colours and simple fonts, if I had used bright fluorescent colours, lots of clipart, and childish fonts it would have not been appropriate content for the situation.

Privacy was also of importance this year. On our school computers, each teacher and student each has their own password protected network drive, and each person can only access their respective drive. This insures privacy and the integrity to of our data, as it means only we can edit our data instead of anyone and everyone being able to change it. Our T: drive or assessment drive also only allows us to access our own files and edit our own files. However, at the beginning of the year there was a malfunction in our computer system that allowed anyone to access all the files in the T: drive, not just our own. This was a serious privacy breach as anyone could look at my files and I could look at everyone else's, or save work in other people's folders and therefore cause a lot of problems such as assignments being copied or edited. This compromised our file security, and created the possibility of drastic negative social implications as it could have been used to affect people's grades. Now our T: drives are personalised to our logins and therefore our files are much more secure. The ability to have user logins makes sure my files are very secure. My file security this year was managed quite well, and this is because my account was password protected and only I could access my files. I kept my password secure and made sure not to disclose this information to anyone or to ask for anyone else's password because that would be an invasion of their privacy. I have changed my password every term to ensure it remains strong and therefore harder to guess.

Conclusion

This year I have completed a variety of internal assessments, some of which have been unit standards and some achievement standards. These include AS-1.41, AS-1.42, and AS-1.43. To complete these internals I had to use an operating system in joint with a variety of application software and with many ethical considerations in mind, and in order to keep track of these internals I had to prioritise my file management. Over the course of this year I believe I made good decisions in my choices of operating system and application software, and my file management was very well organised. I also believe that my file management has been very good, and I have organised my data well.

AS 91070 NSN:

Bibliography

Adrian Bell, N. B. (2011). Year 12 Computing Workbook. In *Computing Unit Standards*. Auckland: ESA Publications.

Apple. (2012). *iOS*. Retrieved October 22, 2012, from Apple: <http://www.apple.com/ios/what-is/>

Copyright Council. (2006). *Copyright Basics*. Retrieved October 26, 2012, from Copyright Council of New Zealand: <http://www.copyright.org.nz/basics.php>

ecreate. (2011). *About*. Retrieved September 11, 2012, from Notepad++: <http://notepad-plus-plus.org/>.

Microsoft. (2012). *Explore Windows 7 Features*. Retrieved October 18, 2012, from Windows: <http://windows.microsoft.com/en-US/windows7/products/features>

Oak, M. (2011, September 23). *Ethical Issues of Internet Privacy*. Retrieved October 26, 2012, from Buzzle: <http://www.buzzle.com/articles/ethical-issues-of-internet-privacy.html>

Scroggy, A. (2012). Australian iPad. NSW: Media Factory PTY Ltd.

Unknown. (2012, October 28). *Graphical User Interface*. Retrieved October 17, 2012, from Wikipedia: http://en.wikipedia.org/wiki/Graphical_user_interface

AB